

POLICE REGISTRATION

How will I know if I have to register?

If your entry vignette in your passport or your visa letter says “police registration within 7 days of arrival” or “report extension to the Police” you must attend the office within 7 days to register. **Please note during periods of COVID-19 lockdown restrictions and quarantine periods, registering within 7 days will not be possible. You should register when it is safe to do so and no penalties will be incurred.**

For the list of countries whose students must register with the Police, visit:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-2-police-registration>

How do I register?

If you live in the West Midlands area, you will need to book an appointment first, and register at the address below (NOTE: A POLICE OFFICER WILL ONLY PROCESS THOSE WHO HAVE MADE AN APPOINTMENT):

To book an appointment please:

- Search for – ‘West Midlands Overseas Registration’
- Create an account – PLEASE USE YOUR PERSONAL EMAIL ACCOUNT AND **NOT YOUR UNIVERSITY EMAIL ACCOUNT.**
- Book your appointment by clicking the link
- You need to scroll until you find a blue appointment. Sometimes there can be a long wait for an appointment but as long as you have one booked that will be fine.

Any problems feel free to contact the International Department on Visa-Advice@ucb.ac.uk.

Address of the local police station:

Digbeth Police Station

113 Digbeth

Birmingham

B5 6DT

Tel: 0121 626 5307

Email: ct_ovro@west-midlands.pnn.police.uk

What are the opening hours?

Monday - Thurs	09:00 – 12:30	13:30 – 15:30
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The Office is closed on Friday, Saturday, Sunday and Bank Holidays.

What Documents do I need for a first time registration?

- Valid passport with your entry visa vignette
- Biometric residence permits (if you have one)
- Completed registration (online)
- UCB confirmation of student status letter
- Two recent passport size colour photographs
- £34 cash or card

The police station will record:

- your full name
- your gender
- your marital status
- your date and country of birth
- your nationality
- your address in the UK
- the address of the last place you lived outside the UK
- the date and place you arrived in the UK, and how
- your passport details
- what you can and can't do with your visa, including how long you can stay
- if you're a student or working

Once you have registered, you will need to report any of these changes to the Police (WITHIN 7 DAYS OR WHEN IT IS POSSIBLE TO DO SO UNDER COVID-19 RULES)

- Change of residential address
- Change of work address or occupation
- Visa extension
- New passport
- Change of name, nationality, passport/travel document or marital status

To report any of these changes, you must again book an appointment and then go to the office with your passport, Police Registration Certificate and proof of address (bill, bank statement, letter from UCB).

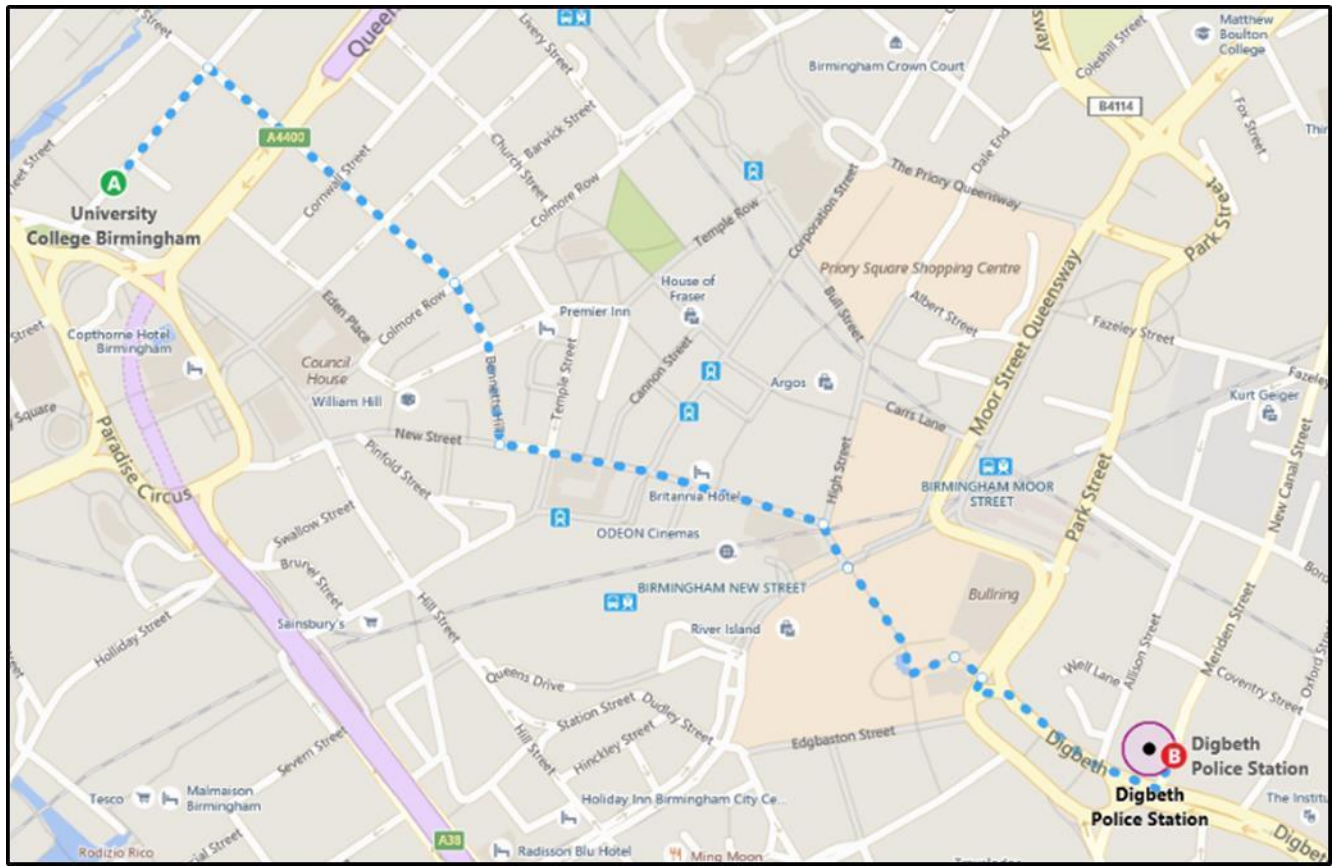
I have already registered with the Police in another city; do I need to register again?

If you have registered with the Police in another city but now live in the West Midlands you are required to report to the Police. You will need to attend the office with the following:

- Valid passport and visa
- Police Registration Certificate
- 1 passport sized photograph
- This registration form

You will not need to pay again if you have previously registered with the Police.

Walking Directions to Digbeth Police Station



Distance	Directions
Start	University College Birmingham Summer Row, Birmingham B3 1JB
	Leave Lionel Street towards Newhall Street
522ft	Turn right on to Newhall Street
0.2 Miles	Road name changes to Bennetts Hill
0.1 Miles	Turn left on to New Street
0.2 Miles	Turn right on to Rotunda Square
184 ft	Bear right and then turn left on to St Martins Square
0.1 miles	Keep right to stay on St Martins Square
121 ft	Turn right on to B4100 / Park Street
0.2 miles	Turn left on to Meriden Street
131 ft	Arrive at Meriden Street on the left The last intersection is B4100 / Digbeth If you reach Coventry Street, you've gone too far
Finish	Arrive at Digbeth Police Station 113 Digbeth, Birmingham B5 6